



DEPARTMENT OF THE NAVY

COMMANDER, CARRIER AIR WING RESERVE 20
NAVAL AIR STATION ATLANTA
MARIETTA, GA 30060-5099

COMCVWR-20INST 1650.6

N11:md

27 MAY 1998

COMCARAIRWINGRES TWO ZERO INSTRUCTION 1650.6

Subj: ADMINISTRATION DEPARTMENT CROSSED-QUILL EXCELLENCE AWARD

1. Purpose. To establish guidelines for awarding the Commander, Carrier Air Wing Reserve 20 Administration Department Crossed-Quill Excellence Award.

2. Objective. An efficient, highly productive Administrative Department is paramount to the sound, effective operation of a Naval Air Reserve Force Squadron. A well managed Administration Department increases overall command effectiveness while, simultaneously, enhancing squadron morale and productivity. The combination of high visibility and intense, rapid paced day-to-day operations makes the Naval Air Reserve Force administrative office duty unique. Results of Quality Improvement Visits/Process Improvement Reviews will be considered in addition to the areas specified in this instruction.

3. Eligibility. All squadrons within CVWR-20 claimancy are eligible for this award. The time period for this annual award will be from 1 January through 31 December.

4. Action. CVWR-20 will make selection annually in February. Commanding Officers are requested to submit their nomination packages covering the following areas no later than 31 January:

AREA

SPECIFIC AREAS OF INTEREST

Administrative Training

Rate/billet training accomplished.
Required schools attended.
Accurate documentation of service records.

Reserve Pay

Pay problems and timely resolution.
Maintenance and accuracy of drill folders. Timeliness of drill pay.
Drill performance and documentation.

27 MAY 1998

RSTARS	Gains and losses made in a timely manner. Proper and Timely verifications of reports. Timeliness of required entries into RSTARS (AT, DEERS, EVAL/FITREPS, etc.)
Manpower	Report/document verification. Timely report submission. Controlled billet assignment. Liaison with PSD.
Annual Training	AT performance monitoring. Order writing and submission waivers.
Government Credit Card Program	Accurate files and proper maintenance program. Report verification and monitoring.
Service Records	Proper maintenance of service records.
Evaluations/Fitness Reports	Overall administration. Justifiable write-ups. Accuracy of Contents. Timely submissions.
Annual Counseling	Timely submission/tracking
Reports Control	Timely submission. Accuracy. Case files maintenance.
Forms Management	Proper forms control. Accurate 5213 notice. Case files maintenance.
Directives review.	Proper format. Directive Case files maintenance.
Correspondence	Action correspondence tracking and timely response to correspondence. Quality of outgoing correspondence. Proper format/routing/files.
TAD/IDTT	Funds expended/obligation within quarter/FY limitations. Log/files/reports accuracy. Justifiable travel obligations. Orders properly prepared/signed. Travel claims audited.
Leave Control	Leave accounting. Accurate monitoring and verification of leave listing. Maintenance of leave control and files.

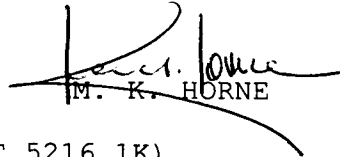
COMCVWR-20INST 1650.6

27 MAY 1998

Awards Management

Timely and proper submission.
Accurate preparation. Justifiable
write-ups. Accurate files. Tracking
and Accountability.

5. Award. A plaque will be presented to the selected squadron. This plaque will be maintained onboard throughout the year and then passed on to the next Crossed-Quill Excellence Award winner.



M. K. HORNE

Distribution: (COMCVWR-20INST 5216.1K)
List I Case A